

# EXAMPLE OF CAREER GROUP DESCRIPTION

## CAREER GROUP DESCRIPTION

Career Group Title: Printing Operations  
 Career Group Code: xxxxx  
 Occupational Family: Trades and Operations  
 Pay Bands: 1 – 5

### Concept of work:

This **Career Group** consists of employees who provide support to program administration by creating or reproducing printed images of text and graphics. Applies knowledge of the necessary technologies in this area, range from trainee and entry level to management level.

### Role Descriptions

PAY BAND	PRACTITIONER ROLES	ROLE CODE	MANAGEMENT ROLES	ROLE CODE
1	Printing Technician I	xxxxx		
2	Printing Technician II	xxxxx		
3	Printing Technician III	xxxxx		
4	Printing Technician IV	xxxxx	Printing Manager I	xxxxx
5			Printing Manager II	xxxxx

### Printing Technician I

- This **Role** is for employees responsible for completing basic physical tasks that support reproduction services or document finishing services such as cutting, binding, and folding.

### Printing Technician I

COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>Knowledge on how to operate folding, binding, collating and other finishing equipment.</li> <li>On occasion talks to customer about job order.</li> <li>Tasks have some variation and difficulty.</li> <li>Applies existing procedures and guidelines in completing the runs or services.</li> </ul>	<ul style="list-style-type: none"> <li>Finished documents are prepared according to job orders.</li> </ul>	<ul style="list-style-type: none"> <li>For self-learning and development.</li> <li>Refers questions and problems to higher levels.</li> </ul>

### Printing Technician II

This **Role** is for employees who are responsible for completing basic printing duties necessary to generate production runs of productions. This includes operating and performing routine maintenance on the machinery, as well as record keeping.

### Printing Technician II

COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>Knowledge of basic offset printing or photocopy equipment.</li> <li>Has frequent contacts with customers to discuss job orders.</li> <li>Assignments range from producing printed materials having routine technical requirements to copying a variety of materials and cleaning and maintenance of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Produces printed material according to job requirements and application of existing procedures and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Running printing independently.</li> <li>Refers questions to higher level.</li> </ul>

**Printing Technician III**

This **Role** is for fully skilled printing technicians whose duties range from operating various types of printing or copying equipment to being a first line supervisor of staff performing duties related to duplicating and producing printed documents. Duties may include Photolithography, Phototypesetting, as well as offset and xerographic printing.

**Printing Technician III**

COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>● Knowledge of lithographic printing and Xeroxing techniques and equipment.</li> <li>● Has contacts with customers to discuss job orders.</li> <li>● Assignments range from preparing a single document for reproduction to producing complex reports, brochures and multi-colored documents to supervising those reproducing the documents.</li> </ul>	<ul style="list-style-type: none"> <li>● The materials (e.g., brochures, books, and reports) are reproduced according to job order.</li> </ul>	<ul style="list-style-type: none"> <li>● Independently resolves daily printing issues. Refers unusual issues to other.</li> <li>● May supervise the work of printers or technicians.</li> </ul>

**Printing Technician IV**

This **Role** is for employees using the highest technical knowledge of printing in conferring with and assessing customer' needs, making recommendations, and writing job specifications to have the work produced within or outside the agency.

**Printing Technician IV**

COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>● Knowledge of technical resources of full range of printing services.</li> <li>● Knowledge of printing equipment, techniques, and materials.</li> <li>● Frequently consults with customers on problems that require technical and administrative skills.</li> <li>● Assignments range from assessing customers needs to advising on technical matter, (e.g. materials to use, format) and presentation to developing job specifications.</li> <li>● Tasks range from varied and moderately complex to substantial complexity.</li> </ul>	<ul style="list-style-type: none"> <li>● Customer is satisfied with the finished product, resolution of the problem, and the advice and support provide.</li> </ul>	<ul style="list-style-type: none"> <li>● Independently handles customers' problems and technical questions on printing services.</li> <li>● May orient and train others.</li> </ul>

**Printing Manager I**

This **Role** is for employees who manage others in the performance of a wide variety of printing tasks. These responsibilities may be accomplished through subordinate supervisors and employees, or through contractors. May function as the charge printing position with financial and staffing responsibilities in an agency's complex printing operation, or as an assistant-manager in the largest most complex printing operations.

**Printing Manager I**

COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>● Knowledge of the principles of management.</li> <li>● Knowledge of printing production standards.</li> <li>● Frequently consults with other managers and staff on production or job quality</li> </ul>	<ul style="list-style-type: none"> <li>● Printing unit is delivering services to customers' satisfaction.</li> <li>● Job and unit costs are appropriate and unit's resources are within budget.</li> </ul>	<ul style="list-style-type: none"> <li>● Independently handles unit, customer, and employee problems.</li> <li>● Management and supervisory responsibility.</li> <li>● Trains and directs others.</li> </ul>

<p>problems, and vendors on costing issues.</p> <ul style="list-style-type: none"> <li>● Assignments range from heading a full service-printing unit to preparing financial analysis and reports, job costing, to developing shop procedures.</li> <li>● Tasks range from varied and moderately complex to substantial complexity.</li> <li>● Presented with problems that do not have easy solutions.</li> </ul>		<ul style="list-style-type: none"> <li>● Financial and quality control responsibilities</li> <li>● Expected to solve problems</li> <li>● Serves as resource to others in resolving complex problems</li> </ul>
---	--	--

### Printing Manager II

This **Role** is for employees who manage others in the performance of a wide variety of printing tasks as the charge position in the largest and most complex settings. This will involve the management supervision of subordinate supervisors as well as technical employees and will include the normal range of managerial duties such as planning, budgeting, staffing, and evaluation.

Printing Manager II		
COMPLEXITY	RESULTS	ACCOUNTABILITY
<ul style="list-style-type: none"> <li>● Manages administrative and technical printing services.</li> <li>● Knowledge of management principles and program administration.</li> <li>● Frequently consults with major customers on complex job orders, outside printing contractors on cost and problem resolution, and management on policies and procedure development.</li> <li>● Assignments range from management of a full service printing operation to planning for new technologies.</li> <li>● Tasks range from varied and moderately complex to substantial complexity.</li> </ul>	<ul style="list-style-type: none"> <li>● Printing program and staff ensure services according to job orders.</li> <li>● The program goals are met and the printing services operate within budget.</li> <li>● Substantial impact.</li> </ul>	<ul style="list-style-type: none"> <li>● Oversee staff and administrative functions.</li> <li>● Lead functional responsibility.</li> <li>● Orients and trains others.</li> <li>● Discretion and judgement in resolving program and staff problems.</li> <li>● Serves as resource to others in resolving complex problems.</li> </ul>

### Statistical Reporting

Positions in this **Career Group** include, but are not limited to, those in the following Standard Occupational Classifications:

### History

Previous Class Titles

#### Printing Technician I

CLASS CODE	CLASS TITLE	GRADE
61174	Printing/Bindery Worker	3

#### Printing Technician II

CLASS CODE	CLASS TITLE	GRADE
12043	Photocopy Technician	4
61156	Printing Press Operator A	5

**Printing Technician III**

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>GRADE</b>
12044	Photocopy Supervisor	6
61171	Bindery Foreman	6
61167	Photolithographic Stripper	6
61162	Phototypesetting Specialist	6
61157	Printing Press Operator B	6
61168	Photolithographer	7
61158	Printing Press Operator C	7
61184	Printing Services Supervisor A	7
61166	Phototypesetting Supervisor	8
61154	Press Foreman	8
61185	Printing Services Supervisor B	8

**Printing Technician IV**

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>GRADE</b>
61183	Printing Customer Services Specialist	9

**Printing Services Manager I**

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>GRADE</b>
61186	Printing Services Specialist C	10
61187	Printing Services Administrator A	11

**Printing Services Manager II**

<b>CLASS CODE</b>	<b>CLASS TITLE</b>	<b>GRADE</b>
61188	Printing Services Administrator B	13